

READVERTISEMENT

*Supplemental questions are not required. See training assignment under Special Information.

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

December 13, 2006

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TITLE:	Budget Analyst
POSITION NO:	00968
LOCATION:	Senior & Long Term Care Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	16
STARTING SALARY:	\$36,693 annually is entry level salary
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, January 5, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: A resume is required at time of application.

*If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. If a training assignment is offered, the starting salary will be a Grade 15 - \$33,859 for the duration of the training assignment, not to exceed two years.

TYPICAL DUTIES: This position provides day-to-day fiscal oversight to the Senior & Long Term Care (SLTC) division budget. Duties include monitoring expenditures; cost projection; initiating and reviewing transactions and activities on the Statewide Accounting, Budgeting and Human Resources System (SABHRS) Financial and Human Resource (HR) modules; and acting

as an integral part of a team that analyzes and projects Medicaid Long Term Care Costs for the division.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the principles and practices of public administration including management and organizational analysis; principles and practices of governmental accounting (GAAP); (SABHRS); and Montana Budgeting and Reporting System (MBARS).

Skills: Skill in analysis; statistics; accounting; budget development; communication; problem solving; and personal computer including, developing and maintaining complex financial spreadsheets and databases, preferably in Microsoft Excel and Microsoft Access.

Abilities: Ability to synthesize a diverse range of dissimilar information in order to estimate impacts and programmatic alternatives; and think creatively.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree **AND** 3 years of professional experience with development or management of large budgets, **OR** 3 years experience utilizing SABHRS-financials (Statewide Accounting, Budgeting and Human Resources System). Master's degree in business, economics, accounting, public administration, or related field is preferred. Experience in professional financial fields and SABHRS-financials may substitute for education on a year for year basis. Equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. A resume is due at time of application.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.